

Work Plan for the Mental Health Loan Assumption Program
Fiscal Year 2010-2011

Goals, Objectives and Activities	Due Date	Comments/ Stats
Goal 1: Develop and implement the Mental Health Loan Assumption Program (MHLAP) to remedy the shortage of mental health service providers employed in California's public mental health system. Desired outcomes: <ol style="list-style-type: none"> 1. Provide loan forgiveness opportunities to mental health service providers employed in hard-to-fill and/or hard-to-retain positions, as identified by the County Mental Health Director. 2. Enhance the diversity of the public mental health system workforce to meet the cultural and linguistic needs of each County's population. 3. Engage public mental health stakeholders in a transparent planning and policy development process. 4. Strengthen and expand existing County programs and activities according to the fundamental concepts expressed in the Mental Health Services Act. 		
<u>Objective 1a</u> Provide partial or full loan forgiveness to a minimum of 250 qualified applicants annually.		
1. Design and finalize MHLAP-specific documents for 2011, such as the application, Frequently Asked Questions, contract template, scoring materials, and marketing documents.	SEPT 2010	Foundation has conducted evaluation surveys for suggested improvements and scheduled meetings with DMH and CMHDA to discuss the 2011 materials.
2. Update/ renew Advisory Committee membership.	NOV 2010	
3. Develop and implement marketing plan.	OCT 2010	
4. Provide training and technical assistance to Counties to help County Mental Health Directors and/or their designees to fulfill their role in the MHLAP process.	ONGOING	
5. Establish MHLAP Application Deadline	DEC 10, 2010	
6. Enter applications into Health Professions Student Application Monitoring System (HPSAMS.)	FEB 2011	
7. Review applications for completeness and eligibility, including verifying loan balances, original signatures, professional licenses, and currency of all dated materials.	FEB 2011	

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8. Provide staff support to enable the Advisory Committee to review and score applications.	FEB 2011	
9. Ensure that all members of the Advisory Committee participate in the scoring process, and scoring process is completed. Average scores to see if they meet the 65% pass rate. Prepare materials for Advisory Committee meeting.	MAR 2011	
10. Host Advisory Committee Meeting and participate in the selection process.	MAR 2011	
11. Receive and process DMH approval of those applications recommended for award. Answer any questions DMH and/or CMHDA may have during the approval process. Approve award amounts based on available funding and verified loan balances.	APR 2011	
12. Prepare cycle statistics and obtain approval from the Board of Trustees for qualified applicants.	APR 2011	
13. Prepare biannual update regarding program implementation progress.	DEC 2010 & JUNE 2011	
14. Prepare letters to all applicants: selected, not selected, incomplete/ineligible.	APR 2011	
15. Obtain management approval and forward draft contracts to OSHPD for processing.	APR 2011	
16. Prepare and execute contracts with award recipients.	MAY/JUN 2011	
17. Monitor contracts for compliance and notify DMH of ongoing status.	Ongoing	
18. Staff meets on a regular basis to plan program administration requirements, adjust work plan (if appropriate) and evaluate outcomes.	Ongoing	